

Personal Services Contract Pilot Program HR Forum – Meeting Summary 12/12/03

Agenda – Items included two examples of agencies’ contract tracking systems, one agency’s efforts to manage their personal services reviews, the draft pilot evaluation methodology, and an open discussion period.

- Butch Friend, Pam Simmons, and Maggie VanCleaf reviewed DNR’s contract tracking processes. They use CLIN for all purchase orders and contracts. Their Human Resources section developed an in-house ACCESS database for keeping information on their personal services reviews. Interested parties can contact Pam Simmons or Mindy Elswick at 303.866.2667 for additional information on the ACCESS database.
- Yvonne Rico reviewed DPA’s EXCEL spreadsheet method of keeping track of their contracts. Their situation is somewhat unique in that they have a centralized contracts management function coordinated department-wide.
- Bob Cropp explained DOLE’s process for reviewing personal services contracts within their agency. Since they are very close (across the hall) from their purchasing and financial services sections, it’s easy to keep in close contact with them on a daily basis. They have a “same day” turn-around goal to review purchase orders and contracts from a personal services perspective. DOLE has virtually eliminated the use of temporary agencies for short-term needs as they use their Workforce Centers to supply their temporary manpower needs. They have a formal working agreement with those centers to have a three-day turnaround to meet their needs. This not only supports their statewide employment program but also saves them money by using temporary employees rather than independent contract workers from a temp agency that may have associated overhead costs. This working agreement with the Workforce Centers might be used by other state agencies for meeting most of their needs for temporary workers as a “Best Practice”. Agencies may contact Bob Cropp at 303.318.8207 for more information on setting up a working agreement with their Workforce Centers.
- Maryann Motza and Dean Conder, DOLE, reviewed the draft evaluation plan for the pilot program. Specific attention was made to the Key Questions and Evaluation Tests parts of the draft plan. One item offered for further consideration was including consistency of decisions being made by the participants in the pilot and DPA. Both presenters reminded the attendees that additional questions or items to be measured should be forwarded to them or Joi Simpson as soon as possible as baseline data need to be gathered soon. Maryann’s number is 303.318.8061 and Dean’s is 303.318.8060.

Other Questions/Items - On the question if agencies need a backup person to perform their personal services reviews, Joi’s response was yes, that was the assumption. Smaller agencies may have to make special arrangements for a backup. Joi also responded to a question on who should maintain the documentation files. It is not important who maintains them, but that they are maintained and can be readily retrieved for future audit purposes.

Next Meeting: Friday, Jan 9th. at Ft. Logan in room #B108, starting at 9:00 am. Probable agenda items include: additional DPA/DHR guidance on scope personal services contracts; discussions on the Modification form; signing CLIN forms; and criteria on independent contractor relationships.

Not part of the meeting, but DPA/DHR’s “THANKS” to those department representatives who shared their methods, systems, and ideas on how to manage their reviews and tracking processes. Good ideas are always worth sharing with others!